



# Deed Restriction Development Program Application Form

Date: \_\_\_\_\_ Neighborhood Association: \_\_\_\_\_

Contact Person: \_\_\_\_\_ phone (wk): \_\_\_\_\_ (hm) \_\_\_\_\_

Address \_\_\_\_\_

I am applying for the Deed Restriction: \_\_\_\_\_ Pro Bono Assistance Program \_\_\_\_\_ Mini-Grant

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## Deed Restriction Pro Bono Assistance Program

How many homes are in your neighborhood? \_\_\_\_\_ When was your neighborhood built? \_\_\_\_\_

What are the boundaries of the area you want deed restricted? (Please provide map indicating area).

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Are there any enforceable assessment fees? Yes No

What type of assistance are you requesting? new deed restrictions \_\_\_\_\_ modifications \_\_\_\_\_

Other (please explain) \_\_\_\_\_

Note: State law requires signatures from 100% of property owners to create new deed restrictions and signatures from 75% of property owners to modify existing deed restrictions. The City of Houston only enforces deed restrictions in the following areas: land use, setbacks, lot size, and size, type and number of structures per lot.

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## Deed Restrictions Mini-Grants (you may use additional paper if necessary)

(Grants fund minimal costs associated with the deed restriction process. Funds can be used for recordation, final petition notices and postage. Funds may not be used for legal fees.)

Neighborhood Organization President/Board Chair \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deed Restriction Committee Chair \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Over, please)

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## Qualifying Information for Organizations

1. Please list your current officers, name and title. Also list committees and chairs.

Note: Please attach a copy of your organization's proposed deed restrictions.

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2. What is your organization's annual operating budget? \$\_\_\_\_\_ Year:\_\_\_\_\_

3. Type of deed restrictions: ( Modification) (Creation) (Renewal)

4. Briefly describe the stage you are in your effort to create your deed restrictions. Please use the space on the previous page to sketch a location map and fill in the boundaries of the area of the proposed deed restrictions.

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5. List the ways that you have involved the rest of the neighborhood in the deed restriction process. How did you get their input? (meetings, door-to-door surveys, flyers, etc.) How many people, out of your total membership are participating?

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6. Project Budget

Requested City Grant Funds: \$\_\_\_\_\_

Organization's Contribution: \$\_\_\_\_\_

Total Project Budget: \$\_\_\_\_\_

\* The City reserves the right to reject any application that does not meet the eligibility requirements.

Please mail completed form to: City of Houston, Planning and Development Department, Attn: Matthew Thibodeaux, Director, Neighborhood Planning Services Division, P.O. Box 1562, Houston, TX 77251-1562.

# Office of the City Attorney

## Deed Restriction Complaint Form

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### ABOUT THE VIOLATION

Date: \_\_\_\_\_ Council District: \_\_\_\_\_

Type of violation/activity: Business \_\_\_\_\_ Setback \_\_\_\_\_ Other \_\_\_\_\_

Address of violation: \_\_\_\_\_ Zip: \_\_\_\_\_

Violator and/or Property Owner's Name: \_\_\_\_\_

Description of Violation/Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### ABOUT THE SUBDIVISION

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_

Name & address of civic club/homeowner's association \_\_\_\_\_

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### ABOUT THE CONTACT PERSON/ENTITY

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

NOTE: We cannot pursue complaints without sufficient documentation and witnesses. We rely on the contact person/entity to keep us informed of the status of the alleged violation(s). Please attach available photographs and other documentation pertaining to the deed restriction violation.

Please sign below. Thank you.

\_\_\_\_\_  
Signature of Contact Person

MAIL TO: City of Houston Legal Department  
Revenue and Compliance Division  
Attn: Deed Restriction Enforcement Team  
P.O. Box 1562  
Houston, Texas 77251-1562

